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Weekly Report for Week Ending 10 September 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

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Installation of Subject-Numeric Files in OP [REDACTED]

Completed installation in Office of Chief, POD, OP, making a total of 12 to date in OP. Minimum retirement resulted because this office had already disposed of most out-of-date records in preparation for installation. C/POD has agreed to schedule next file installation for Employee Relations Branch.

2. Assignments

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Legislative Counsel [REDACTED]

- a. The Records Control Schedule has been reviewed and approved by the Legislative Counsel and is being prepared for review by the Records Management Staff.

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The Legislative Liaison Contact Card Record which was prepared by Mr. [REDACTED] and used on a trial basis has proved satisfactory.

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Upon Mr. [REDACTED] return from leave further preparations will be made to install the card file for the next session of the

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Congress. [REDACTED]

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- b. Shelf Filing/Office of Communications [REDACTED]

Proposal for installation of Open-File shelving and office layout was submitted to the Administrative Staff. This project was reviewed after an informal turn-down 12 months ago, however there are no indications of action being taken on this proposal either.

- c. Office of Central Reference/Acquisitions Branch [REDACTED]

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Floor plan has been developed to provide for installation of book shelving with a capacity of 1400 linear feet. The proposed installation involves two rooms in Temporary "Y" building. The floor plan and layout has been approved by the Office of Security and will be submitted to Mr. [REDACTED] of the Acquisitions Branch today. 25X1A9a

- d. Office of Communications/Engineering Division [REDACTED]

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No change from previous report.

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- e. [REDACTED]

FOIAb3b1

The two rotary files purchased from [REDACTED], were delivered last week. One machine was damaged in transit and this has been referred to the Admin. Staff, Office of Logistics who are arranging for its repair.

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These files will house the active portion of Translation index, the balance will probably be housed in Saf-T-Stak. This equipment will release approximately 10 5" x 8" safe cabinets now in use.

- f. Records Management Survey/Office of Personnel [REDACTED] 25X1A9a

No change from previous report.

- g. Records Systems - Security Staff, New Building [REDACTED] 25X1A9a  
25X1A9a and [REDACTED]

Met with the Security Staff, New Building, and presented our proposals on forms, equipment, systems and procedures for processing workers to enter the building site. All of our proposals were accepted with minor changes and we were given authority to proceed with the equipment and forms and to make arrangements with the Clerical Pool to assist in making up the processing kits we had proposed.

- h. Office of Central Reference/IR Mock-Up [REDACTED] 25X1A9a

No change from previous report.

3. Vital Materials 25X1A9a

- a. Meeting was held with Miss [REDACTED] of [REDACTED] FOIAb3b1  
to discuss changes to be made in their Vital Materials Deposits.  
These changes resulted from a physical review of the collection  
25X1A9a made by Mr. [REDACTED] during [REDACTED]. Miss [REDACTED] asked 25X1A9a  
25X1A2g that we defer action until after 1 October.

- b. Authorization for the withdrawal and destruction of all hard copies  
of OO/T reports has been received from [REDACTED]. This resulted 25X1A8a  
from the survey being made in OCR in regard to the depositing  
and retention period of intelligence materials, both raw and  
finished.

- 25X1A9ac. Mr. [REDACTED] OCR/Machine Div.,  
to discuss the card deposits of OCR. It was during this meeting  
25X1A9a that we learned of Mr. [REDACTED] proposal to discontinue the  
punching of the GR card file; our only index to the 70 mm ground  
and personality photo file at VMR.

This was brought to the attention of Miss [REDACTED] OCR/AS, who 25X1A9a  
will discuss this with Mr. [REDACTED] 25X1A9a

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- d. In a telephone conversation with Mr. [REDACTED], Logistics/PRD, it was learned that the camera to be used in microfilming the OCR/GR photo files has been tested, found satisfactory and will be moved into Building 14 this week. As soon as the special film is received microfilming will start.
- e. Microfilming in OCR/IR and the Office of Personnel continues. These projects are 95 and 85% complete.

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Microfilming of the OO/C Source file was completed last Saturday, 6 September.

4. News

- a. Arranged a meeting between [REDACTED] CIA Historical Staff and Bob Kroskopf, National Archives. The purpose was to discuss and ascertain the possible historical importance of 400 feet of OSS logistical records being stored by the National Archives.

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Assisted the ARO/ONE in reviewing several series of ONE files and advised her in methods of maintenance and proper disposition of these files.

[REDACTED]  
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